

2019 STATE OF MICHIGAN FLEET PLAN

Required by Section 813(3) of Act 107 of 2017

Prepared for
Senate Appropriations Subcommittee on
General Government
House Appropriations Subcommittee on
General Government
Senate Fiscal Agency
House Fiscal Agency

Department of Technology, Management & Budget
Office of Support Services, Vehicle and Travel Services
November 30, 2018

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
OVERVIEW	
FLEET INVENTORY	3
FLEET DEFINITIONS	
FLEET MANAGEMENT	4
INFORMATION SHARING WITH DEPARTMENTS	4
MOTOR POOL OPERATIONS	5
PERSONAL VEHICLE USAGE	5
ESTABLISHMENT OF VEHICLE TYPE TO MATCH JOB REQUIREMENT	5
TOTAL COST OF VEHICLE OWNERSHIP	6
DRIVER ACCOUNTABILITY	
ALTERNATIVES TO TRAVEL	6
FUEL	6
ALTERNATIVE FUEL	
FUEL CONSUMPTION	
FUEL TAXES	
FLEET GARAGE OPERATIONS	
GARAGE SERVICES	
GARAGE EXPENDITURES	
ADDITIONAL INFORMATION	
APPENDIX A	_
LEASED AND AGENCY – OWNED COMBINED INVENTORY SUMMARY	_
STATE LEASED FLEET BY DEPARTMENT	10

1

EXECUTIVE SUMMARY

Section 813(3) of Public Act 107 of 2017 requires the Department of Technology, Management & Budget (DTMB) to submit a fleet plan to the legislature within 60 days of the end of the fiscal year.

This report summarizes information at the statewide level, including a fleet inventory as of September 30, 2018 and actions taken to maximize the value of state fleet operations. The Department of Technology, Management & Budget will continue to work with the legislature to meet the mutual goals of efficiently managing the statewide fleet and controlling expenditures.

Additional information regarding fleet operations is available from the Department. Please contact Sherri Irwin, Director, Fleet Operations with specific information requests.

OVERVIEW

Section 813(3) of Public Act 107 of 2017 requires the Department of Technology, Management & Budget (DTMB) to submit a fleet plan to the legislature:

(3) Pursuant to the department's authority under sections 213 and 215 of the management and budget act, 1984 PA 431, MCL 18.1213 and 18.1215, the department shall maintain a plan regarding the operation of the motor vehicle fleet. The plan shall include the number of vehicles assigned to, or authorized for use by, state departments and agencies, efforts to reduce travel expenditures, the number of cars in the motor vehicle fleet, the number of miles driven by fleet vehicles, and the number of gallons of fuel consumed by fleet vehicles. The plan shall include a calculation of the amount of state motor vehicle fuel taxes that would have been incurred by fleet vehicles if fleet vehicles were required by law to pay motor fuel taxes. The plan shall include a description of fleet garage operations, the goods sold and services provided by the fleet garage, the cost to operate the fleet garage, the number of fleet garage locations, and the number of employees assigned to each fleet garage. The plan may be adjusted during the fiscal year based on needs and cost savings to achieve the maximum value and efficiency from the state motor fleet. Within 60 days after the close of the fiscal year, the department shall provide a report to the senate and house of representatives standing committees on appropriations, the chairpersons of the relevant appropriations subcommittees, the senate and house fiscal agencies, and the state budget director detailing the current plan and changes made to the plan during the fiscal year. The plan shall also be posted on the department website.

Under sections 213 and 215 of the Management and Budget Act (P.A. 431 of 1984 as amended), DTMB is authorized to issue directives relative to all motor vehicles except for those motor vehicles under the jurisdiction of the Michigan Department of Transportation (MDOT). DTMB provides these centralized services to state agencies through its organizational unit, Vehicle and Travel Services (VTS). MDOT leases some passenger vehicles and work trucks through VTS; however, maintains its own agencyowned fleet and garage operations. Information on MDOT's garage operations is not included due to MDOT's separate legislative authorization for these services.

This report summarizes information at the statewide level. The Department of Technology, Management & Budget will continue to work with the legislature to meet the mutual goals of efficiently managing the statewide fleet and controlling expenditures.

FLEET INVENTORY

FLEET DEFINITIONS

P.A. 431 of 1984 defines the fleet in Section 213(1)(b): "motor vehicle" means a passenger vehicle, van, minibus, truck, tractor, or other motorized vehicle.

Appendix A provides a summary of the leased and agency-owned vehicles and equipment reported as of September 30, 2018. Vehicles are leased through the State's leasing vendor or purchased with state funds. Vehicles are also leased to colleges and

universities at their request. Two hundred twenty-three (223) vehicles leased by five universities are included in the total fleet inventory.

Data has been organized by national fleet classifications defined by the National Association of Fleet Administrators (NAFA). These classifications include on-road and off-road vehicles, non-self-propelled equipment, and heavy equipment. Using the broadest definition of "motorized vehicles", the total state fleet includes 13,514 vehicles and units of equipment broken down to 8,852 leased vehicles (managed by VTS) and 4,662 agency-owned vehicles and heavy equipment.

Vehicles are classified as follows:

On road vehicles	8,523
Off road vehicles	286
Non-self-propelled equipment	43
Leased Total	8,852
Agency-Owned Total	<u>4,662</u>
Grand Total	13,514

FLEET MANAGEMENT

Between September 30, 2017 and September 30, 2018, the leased fleet size increased by 254 vehicles.

Growth has continued as the result of specific departmental needs. Four departments account for 83% of the increase. The Department of Licensing and Regulatory Affairs (LARA) added 27 vehicles, including 18 assigned to its expanded medical marijuana program. The Michigan State Police (MSP) had an increase of 59 vehicles which supported its strategy of regional policing and the addition of some specialty vehicles. The Department of Natural Resources (DNR) graduated two classes of conservation officers and added 38 vehicles to its fleet. The Michigan Department of Transportation (MDOT) added 86 vehicles as it continued to replace agency owned vehicles with leased fleet vehicles; this strategy allows them to stabilize cash flow requirements more easily.

INFORMATION SHARING WITH DEPARTMENTS

To assist departments in managing their fleet needs, DTMB VTS meets quarterly with each department's fleet coordinator and provides a detailed report which includes high and low mileage vehicles, vehicle order status, motor pool usage, accidents, personal mileage reimbursement, and maintenance reports. Using this data, VTS and the department's fleet coordinator are able to identify mileage patterns and vehicle usage to help determine if vehicles are fully utilized. The review also focuses on excessive maintenance costs and personal mileage reimbursement that could be reduced by use of a fleet vehicle.

MOTOR POOL OPERATIONS

DTMB VTS maintains central pools to meet the needs of state employees requiring vehicles for short-term trips of 14 days or less. These are located in Detroit, Escanaba, Flint, Grand Rapids, Lansing, the State Secondary Complex and Traverse City. DTMB VTS motor pool size and usage is monitored monthly to ensure efficient utilization.

Three hundred twenty-eight (328) vehicles are maintained in the VTS motor pools. Data on motor pool usage is provided below:

Motor Pool Location	Number of Trips (FY2018)	Miles Driven (FY2018)
Detroit	7,643	875,576
Downtown Lansing	8,804	2,199,218
Escanaba	1,782	181,924
Flint	16,301	1,054,464
Grand Rapids	2,803	339,602
State Secondary Complex	1,891	539,019
Traverse City	3,363	289,114

Departments are encouraged to establish motor pools to facilitate sharing of assigned vehicles within their own departments.

PERSONAL VEHICLE USAGE

When in the best interest of the state, an employee may use a personal vehicle as an alternative to a state-owned vehicle. The employee reimbursement for premium mileage is the IRS standard mileage rate in effect during the fiscal year. In FY18, from October to December, the rate was \$0.535 per mile, and it increased to \$0.545 for the remainder of the year. The average per mile cost of a midsize state vehicle is used to set the standard mileage reimbursement rate. The FY2018 standard mileage reimbursement rate was \$0.34 per mile.

The FY2018 cost of personal mileage reimbursement for executive branch agencies was \$6,119,032, representing 15,467,340 miles traveled and a \$1,103,943 decrease from FY2017. Both standard and premium mileage reimbursements decreased by 15.3%. Vehicle consultants regularly provide data to the departments identifying when it may be more economical to assign a state vehicle to an employee than to pay reimbursement.

ESTABLISHMENT OF VEHICLE TYPE TO MATCH JOB REQUIREMENT

A key to reducing costs is the alignment of the type of vehicle needed with the actual job performed. Departments are asked not to identify specific desired makes and models but to define the functional need to be met by an assigned vehicle. An in-depth analysis of job specifications is completed which allows vehicle assignment based on these defined functional needs rather than vehicle models. DTMB VTS and the agency identify the most cost-effective solution.

TOTAL COST OF VEHICLE OWNERSHIP

Vehicle selections are made based on manufacturers' ordering cycles, availability of appropriate models from manufacturers, and total cost of ownership. The total cost of ownership over the life of the vehicle is calculated based on the vehicle acquisition cost, maintenance costs, expected mileage and fuel costs, and projected resale value.

DRIVER ACCOUNTABILITY

DTMB VTS conveys its expectations related to vehicle use through driver agreements, email communications, and the department vehicle coordinators. Driver agreements outline the responsibilities of drivers who use state vehicles and equipment and are required to be signed by each driver and maintained in their personnel file.

ALTERNATIVES TO TRAVEL

DTMB VTS continues to work with departments to identify and encourage alternatives to travel for meetings and training. DTMB conferencing and collaboration tools allow employees to work together in real time without face-to-face interactions, reducing travel costs. Current statewide conferencing and collaboration tools include audio conferencing, web conferencing, video conferencing, and streaming media.

FUEL

ALTERNATIVE FUEL

The State currently has 6,265 flex fuel vehicles, capable of operating on either unleaded gasoline or E85 (85% ethanol, 15% gasoline). This is an increase of 348 E85 vehicles from 2017. In FY2018, the State purchased 26,811 gallons of E85 for the leased fleet as compared to 22,129 gallons in FY2017. Total usage may be understated because of inaccurate reporting by retail fuel sites and limited product availability statewide. Efforts to promote awareness of E85 continue, although pricing has not been competitive. According to the U.S. Department of Energy, 247 commercial fueling sites in Michigan currently sell E85.

In FY2018, approximately 12,653 gallons of B20 (20% biodiesel, 80% diesel) fuel were purchased for use in the state fleet from the bulk fueling location at VTS's State Secondary Complex location compared to 10,021 gallons in FY2017. Data is unavailable for purchases at retail outlets due to merchant reporting inconsistencies.

Federal Energy Policy Act legislation requires that 75% of the State's non-law enforcement, light duty vehicle fleet is comprised of flex fuel vehicles and that alternative fuels are utilized when they are reasonably available and reasonably priced. Credits for use of biodiesel may be combined with vehicle purchases to meet federal requirements. The State has complied with federal requirements in FY2018 and anticipates it will meet these targets again in FY2019.

FUEL CONSUMPTION

In FY2018, the State's leased fleet utilized 7,244,067 gallons of fuel, traveling 124,411,449 miles.

FUEL TAXES

By utilizing a fuel card provider, the State is able to purchase fuel exempt from federal excise taxes and state taxes. In FY2018, the State saved a total of \$2,385,075 on its purchases: \$836,518 in federal taxes, \$368,275 in state sales taxes, and \$1,180,282 in state excise taxes.

FLEET GARAGE OPERATIONS

DTMB VTS maintains one fleet garage at the State's Secondary Complex in Dimondale. The garage is staffed by 23 full-time employees and is supplemented, when needed, by temporary employees. This report does not include information related to the MDOT garages as that information is maintained by MDOT.

GARAGE SERVICES

The VTS garage is authorized by the Detroit automotive manufacturers as a new car prep center. In addition, the garage provides full maintenance and repair services except for engine and transmission overhauls and body repairs. VTS mechanics are ASE- (Automotive Service Excellence) or state-certified. The garage maintains a parts department, including tires, push bars, lights and other specialized equipment needed by the Michigan State Police and Department of Natural Resources law enforcement vehicles. Many of these parts are not readily available at retail service centers, and the state is able to purchase parts at a sizeable discount from retail. Additional services provided by the VTS garage include new car vehicle prep, maintenance of MSP precision driving unit vehicles, and management of vehicle resale and disposal functions.

In FY2018, the garage provided the following services:

Type of Service	Count of Jobs
Preventive Maintenance	2,172
Tires	4,106
Brakes	2,055
Body and Glass	1,996
Miscellaneous Repairs	4,873
Assignments/Terminations/Disposals	14,103
Parts Repair/Parts Distribution	16
Towing Service and Transport	275
TOTAL	29,596

GARAGE EXPENDITURES

In FY2018, VTS garage expenditures were \$4.1 million.

ADDITIONAL INFORMATION

Additional information is available by contacting:

Sherri Irwin Director, Fleet Operations Office of Support Services 517-636-5600

APPENDIX A

LEASED AND AGENCY - OWNED COMBINED INVENTORY SUMMARY SEPTEMBER 30, 2018

Vehicle Class	Group	Total
On Road	Automobile	3,797
	Bus	17
	Cycles	25
	Light Vehicles	8
	Pickups	1,655
	Sport Utility	1,423
	Straight Trucks	288
	Truck Tractors	27
	Van	1,283
On Road Total		8,523
Off Road	Grounds	19
	Light Vehicles	206
	Material Handling	28
	Public Works	11
	Tracked	7
	Wheeled	15
Off Road Total		286
Non-Self Propelled	Semi-Trailer	3
	Trailer	40
Non-Self-Propelled Total		43
	Leased Total	8,852
	Agency-Owned Total	4,662
	Grand Total	13,514

STATE LEASED FLEET BY DEPARTMENT

Agency	Group	Total
Agriculture	Automobile - Coupes, Sedans	156
	Heavy Duty Trucks, Semi Tractors	1
	Pickup - Compact - 1 Ton	47
	Straight Trucks - Service, Delivery, Tow Trucks	3
	SUV - Compact - 1 Ton	19
	Trailer	1
	Van - Compact - 1 Ton	20
Agriculture Total		247
Attorney General	Automobile - Coupes, Sedans	24
	SUV - Compact - 1 Ton	17
	Van Compact - 1 Ton	1
Attorney General Total		42
Auditor General	Automobile - Coupes, Sedans	1
Auditor General Total		1
Civil Rights	Automobile - Coupes, Sedans	6
Civil Rights Total		6
Civil Service	Automobile - Coupes, Sedans	1
Civil Service Total		1
Corrections	ATVs, Elec Carts, Snowmobile	194
	Automobile - Coupes, Sedans	168
	Bus	11
	Fork Lifts, Man Lifts	10
	Heavy Duty Trucks, Semi Tractors	13
	Loaders\Graders\Backhoes	6
	Pickup - Compact - 1 Ton	162
	Straight Trucks - Service, Delivery, Tow Trucks	85
	SUV - Compact - 1 Ton	40
	Tractors - Utility & Riding Mowers	3
	Trailer	18
	Van - Compact - 1 Ton	297
Corrections Total	73	1,007
Eastern Michigan University	Pickup - Compact - 1 Ton	13
	Straight Trucks - Service, Delivery, Tow Trucks	6
	SUV - Compact - 1 Ton	1
	Van - Compact - 1 Ton	27
Eastern Michigan University Total		47
Education	Automobile - Coupes, Sedans	30
	Van - Compact - 1 Ton	5
Education Total		35

Agency	Group	Total
Environmental Quality	ATVs, Elec Carts, Snowmobile	1
	Automobile - Coupes, Sedans	49
	Dozers, Excavators	2
	Loaders\Graders\Backhoes	1
	Pickup - Compact - 1 Ton	57
	Straight Trucks - Service, Delivery, Tow Trucks	10
	SUV - Compact - 1 Ton	27
	Trailer	3
	Van - Compact - 1 Ton	28
Environmental Quality Total		178
Executive Office	SUV - Compact - 1 Ton	1
Executive Office Total		1
Health & Human Services	ATVs, Elec Carts, Snowmobile	4
	Automobile - Coupes, Sedans	1,325
	Bus	2
	Fork Lifts, Man Lifts	3
	Loaders\Graders\Backhoes	2
	Pickup - Compact - 1 Ton	32
	Straight Trucks - Service, Delivery, Tow Trucks	11
	SUV - Compact - 1 Ton	45
	Tractors - Utility & Riding Mowers	9
	Van - Compact - 1 Ton	194
Health & Human Services Total		1,627
House of Representatives	Van - Compact - 1 Ton	1
House of Representatives Total		1
Insurance & Financial Service	Automobile - Coupes, Sedans	35
Insurance & Financial Service Total		35
Lake Superior State University	Automobile - Coupes, Sedans	8
	Van - Compact - 1 Ton	5
Lake Superior State University Total		13
Legislative Service Bureau	Pickup - Compact - 1 Ton	1
	Straight Trucks - Service, Delivery, Tow Trucks	1
	Van - Compact - 1 Ton	1
Legislative Service Bureau Total		3
Licensing and Regulatory Affairs	Automobile - Coupes, Sedans	396
	Pickup - Compact - 1 Ton	37
	Straight Trucks - Service, Delivery, Tow Trucks	1
	SUV - Compact - 1 Ton	40
	Van - Compact - 1 Ton	80
Licensing and Regulatory Affairs Total		554

Agency	Group	Total
Lottery	Automobile - Coupes, Sedans	25
	SUV - Compact - 1 Ton	7
	Van - Compact - 1 Ton	65
Lottery Total		97
MI Econ Development Corp	Automobile - Coupes, Sedans	11
	SUV - Compact - 1 Ton	1
	Van - Compact - 1 Ton	2
MI Econ Development Corp Total		13
MI Gaming Control Board	Automobile - Coupes, Sedans	18
	SUV - Compact - 1 Ton	5
	Van - Compact - 1 Ton	2
MI Gaming Control Board Total		25
Michigan State Housing Development		
Authority	Automobile - Coupes, Sedans	6
	Pickup - Compact - 1 Ton	4
	Van - Compact - 1 Ton	1
Michigan State Housing Development Aut	1	11
Military Affairs	ATVs, Elec Carts, Snowmobile	1
	Automobile - Coupes, Sedans	6
	Bus	3
	Dozers, Excavators	1
	Loaders\Graders\Backhoes	2
	Pickup - Compact - 1 Ton	81
	Straight Trucks - Service, Delivery, Tow Trucks	5
	SUV - Compact - 1 Ton	3
	Van - Compact - 1 Ton	37
Military Affairs Total		139
Natural Resources	ATVs, Elec Carts, Snowmobile	8
	Augers, Trenchers	11
	Automobile - Coupes, Sedans	33
	GEM Electric Vehicle	1
	Heavy Duty Trucks, Semi Tractors	8
	Loaders\Graders\Backhoes	1
	Pickup - Compact - 1 Ton	807
	Straight Trucks - Service, Delivery, Tow Trucks	103
	SUV - Compact - 1 Ton	81
	Tractors - Utility & Riding Mowers	4
	Trailer	9
	Van - Compact - 1 Ton	30
Natural Resources Total		1,096
Northern Michigan University	Automobile - Coupes, Sedans	12
Northern Michigan University Total		12

Agency	Group	Total
Saginaw Valley State University	Automobile - Coupes, Sedans	7
	Pickup - Compact - 1 Ton	11
	Straight Trucks - Service, Delivery, Tow Trucks	2
	Van - Compact - 1 Ton	40
Saginaw Valley State University Total		60
Senate	Van - Compact - 1 Ton	2
Senate Total		2
State	Automobile - Coupes, Sedans	49
	Pickup - Compact - 1 Ton	1
	Straight Trucks - Service, Delivery, Tow Trucks	4
	SUV - Compact - 1 Ton	3
	Trailer	1
	Van - Compact - 1 Ton	20
State Total		78
State Police	ATVs, Elec Carts, Snowmobile	1
	Automobile - Coupes, Sedans	916
	Bus	1
	Motorcycles	25
	Pickup - Compact - 1 Ton	97
	Straight Trucks - Service, Delivery, Tow Trucks	30
	SUV - Compact - 1 Ton	1,059
	Trailer	1
	Van - Compact - 1 Ton	155
State Police Total		2,285
Talent and Economic Development	Automobile - Coupes, Sedans	34
	Pickup - Compact - 1 Ton	1
	Straight Trucks - Service, Delivery, Tow Trucks	1
	SUV - Compact - 1 Ton	6
	Van - Compact - 1 Ton	4
Talent and Economic Development Total		46
Technology, Management & Budget	ATVs, Elec Carts, Snowmobile	3
	Automobile - Coupes, Sedans	328
	Dozers, Excavators	4
	Fork Lifts, Man Lifts	14
	GEM Electric Vehicle	2
	Heavy Duty Trucks, Semi Tractors	5
	Loaders\Graders\Backhoes	3
	Pickup - Compact - 1 Ton	69
	Semi Trailer	3
	Straight Trucks - Service, Delivery, Tow Trucks	16
	SUV - Compact - 1 Ton	52
	Tractors - Utility & Riding Mowers	2
	Trailer	7
	Van - Compact - 1 Ton	123
Technology, Management & Budget Total		631

Agency	Group	Total
Transportation	Automobile - Coupes, Sedans	141
	Fork Lifts, Man Lifts	1
	Pickup - Compact - 1 Ton	213
	Straight Trucks - Service, Delivery, Tow Trucks	1
	Van - Compact - 1 Ton	79
Transportation Total		435
Treasury	Automobile - Coupes, Sedans	8
	Pickup - Compact - 1 Ton	1
	SUV - Compact - 1 Ton	9
	Van - Compact - 1 Ton	15
Treasury Total		33
Wayne State University	Automobile - Coupes, Sedans	4
	Pickup - Compact - 1 Ton	21
	Straight Trucks - Service, Delivery, Tow Trucks	9
	SUV - Compact - 1 Ton	7
	Van - Compact - 1 Ton	50
Wayne State University Total		91
Total		8,852